April 2014

Hello!

Welcome to your Spring 2014 ETFO-AQ Course!  
  
You are registered in the Spring session of ETFO-AQs. Thank you for choosing ETFO-AQs for your professional learning.

This internet mediated course enables you to complete your course work at any chosen location in your own time providing that the learning experiences (modules) and assignments are completed by the specified course due dates that are on the course schedule and posted on the discussion board. Meeting due dates is mandatory however it is suggested that you login to your course once every 3 days and complete 8-10 hours of the 125 hours each week.

This will be an engaging experience as we explore educational theories in practical ways to support your learning and your students’ learning. By using the interactive web-based resources, reflection, discussion groups and summative tasks, you will find yourself in an environment that promotes life-long learning in a digital age.

**This email will outline the following details:**

1. Accessing Desire2Learn course platform

2. Scheduling your time to complete course work  
3. Information about course expectations

4. Help information

If this is your first AQ course with ETFO-AQ, you must complete the orientation course which you will find under “my courses”. This course explains expectations for the course and has several helpful suggestions.

**Accessing Desire2Learn**

You will access your course with the same username and password that you created to register. Your course will appear on the Desire2Learn homepage under "My Courses". To access your course, please go to: <http://learn.etfo-aq.ca>. If you have forgotten your password, you can click on forgot password on the course homepage. Your username is your firstname.lastname You can also call the 24 hour help desk if you are having trouble logging in at: 1-877-325-7778

**Scheduling your time:**

It is very important for you to keep pace in the course. Please check the course schedule and discussion board for due dates. Contact me immediately should extenuating circumstances prevent you from finishing a learning experience module by the due date. Not keeping pace in the course will seriously hinder your success in the course.

**Course Expectations**  
  
Each course requires a minimum of 125 hours which includes time spent on the computer, research and reading time. You need to anticipate approximately 8-10 hours of work each week in this course. You are expected to login 3 times each week and check the course postings, content or announcements.

**Due Dates**:

**LE 1: Monday April 7 - Friday April 25**

**LE 2: Monday April 28 - Wednesday May 14**

**LE 3: Thursday May 15 - Wednesday June 4**

**LE 4: Thursday June 5 - Friday June 20**

Please take a look at this Wiki that further explains how assessment works in Librarianship Part I: <http://librarianshipassessment.wikispaces.com/>

**WE WANT TO HELP**  
  
The following initiatives are in place to provide you with the help and support you need to get started in your course as quickly as possible:   
  
1) The ETFO-AQ Candidates home page provides a wealth of information and instructions. This homepage has a widget section that provides user guides and step-by-step instructions on accessing and using Desire2Learn (D2L).

2) The ETFO-AQ Course Candidate Technical Help widget on the homepage will help you to get the technical support that you need more quickly and efficiently. Please review the steps of who to contact. Technical help is for computer related questions. Course content questions need to be addressed by instructors.

Looking forward to a wonderful session,

Deborah McCallum☺